

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OPPORTUNITY

Staff Assistant II

Countywide Resource Management is recruiting a Staff Assistant II to assist the Mental Health Clinical Program Manager III (MHCPM III) with contract monitoring and with collecting outcomes data and producing reports. The implementation of new programs, including Laura's Law Assisted Outpatient Treatment (LL AOT), Senate Bill (SB) 82, and the expansion of existing programs during the past few years have greatly increased the amount of data collection and the number of outcome reports CRM is required to produce. The centralized administrative management of countywide resources is vital to the continued growth and success of the Department's Mental Health Services Act (MHSA) Community Services and Supports (CSS) Plan to enhance individuals' ability to avoid or reduce lengths of stay in involuntary treatment and institutional settings and expedite flow of clients through the continuum of care. The job duties will include:

- Supporting the CRM MHCDPM III in the administrative functions of managing the Department's implementation of LL AOT and SB 82 such as compiling capacity reports of program FSP slots as they relate to AB 1421 by provider and service area, generate monthly and quarterly enrollment report by focal population, and UREP and review outcome measure application (OMA) to ensure compliance.
- Collaborate with LL AOT processing team in EOB to track FSP enrollment, disenrollment, and transfers.
- Provide administrative problem-solving of program and community provider issues, monitor and provide technical assistance for CSS invoices and billing, monitor 180 day treatment limits for court ordered LL AOT FSP enrollees.
- Liaison with the Human Resource Bureau; monitor the status of Personnel Action Forms (PAFs); obtain eligibility lists and the Department's functional item control for the program.
- Provide supervision to clerical staff in the preparation and maintaining of service and supplies requests and other administrative reports and records.
- Participate in relevant meetings adhere to standardized practices for FSP data and implementation reporting.

DESIRABLE QUALIFICATIONS:

- Ability to be flexible with evolving programs and work duties
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies and consumer partners
- Good time management skills
- Experience creating Excel documents and other spreadsheets
- Skill in tracking, multi-tasking, and prioritizing under pressure.

This position is currently located at 1925 Daly Street, 2nd floor, Los Angeles, CA 90031. This program will be relocating to DMH Headquarters, 550 S. Vermont Ave. 9th floor, CA 90020. The approximate relocation date is spring 2015.

Interested individuals holding payroll title to the above position are encouraged to FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

**Jacqueline Yu, LCSW
Mental Health Clinical Program Head
Countywide Resource Management
1925 Daly Street, 2nd Floor
Los Angeles, CA 90031
FAX: (323) 223-8380 or
Email: Kelly Chi at kchi@dmh.lacounty.gov**